Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
DDS/OL/PMS-11

1. TITLE OF REPORT (if a fill-in report include Form No.)

CONIF Update

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	weekly	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
computer print-out	X YES	IF YES GIVE ADP PROCESSING NO.	
	NO	24205	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS - OL/PMS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
9	5.38		8		43.04		52		2,238.08

B. COSTS OF COMPUTER PRODUCED REPORTS

	no. pgs 40	no. cys 1	per pg .05	52	104.00

TOTAL COSTS PER YEAR	
	2,342.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Essential tool for verification of data input into CONIF

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS		OTHER (explain)	ESTIMATED SAVINGS	
	CHANGE			MAN-HOURS	DOLLARS
	DISCONTINUE				STAT

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 Oct. 1970	Procurement Assistant	

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FORM 9-70 142

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